



## **AATA GRANT DATABASE PROGRAM INSTRUCTIONS FY12 PROFESSIONAL TRAINING GRANT PROGRAM**

**\*\*All AATA Grant Applications are now submitted using the AATA's Grant Database System. (ATTACH PROGRAM NARRATIVES/ATTACHMENTS TO GRANT APPLICATION IN DATABASE)**

### **Getting to the Grant Database Web-Portal**

1. Go to AATA web-site (www.azwatchyourcar.com)
2. Look for the "Grants" tab on the left side of the home page
3. Select: Grants Database Portal

### **Log-in (Main Portal Page Options)**

1. **First Time Users: Under New Users, select sign-up for an account-** All users for the first time will have to set up an account. **Select: I am a New User**, and enter your email address and select agency (from the drop down menu). If your agency is not listed in the drop down menu, select: **Don't see your agency listed link**. Agencies that are not listed will have to be approved prior to setting up an account. Selecting Existing User will allow user to change their password.

2. **Change Password**-once user has set up an account, this will allow them to change their password to their own personal selection.

3. **Reset Password**- allows user to reset password. The database will generate a password and send it via email to the user; the user can change this generic password to a more familiar password if they choose.

4. **Setting up your account is fully automated**, however if the system does not recognize your email domain, you'll be directed to another form-please complete the form and submit it to the AATA. Once the AATA approves, you'll be emailed a password and can then log-in.

**Your Grant Applications Page (appears as a Grant Summary Page after log-in verification and allows users to view current and previous Grant Applications and submit New Grant Applications)**

### **For new Grant Applications:**

1. Select New Grant Application
2. Program Summary page will appear. Select Program Type from drop down list (Professional Training)
3. Select grant fiscal year from drop down list (**FY12** - July 1 - June 30, 2012)  
Complete Project Title section (MUST Include Agency name and brief

description of grant request (Example: Yuma PD – 2012 AATIA Training Seminar). Click Next, then OK to save changes.

4. Complete Contact Page by listing all three required agency contacts

5. Complete Program Expenses Page (Budget Items):

Select (+) to expand selected budget category and select Add Expense item for each line item added (only one entry per line). Enter Req. Amt in first column on the right. Select (-) to collapse budget category. Budget lines are totaled when budget categories are collapsed (-) or when update total button is selected. Update total button does not save budget entries. The approved budget items for the 2011 AATIA Training Seminar are listed below:

<b>2011 AATIA Training Seminar Cost Per Attendee – <a href="http://www.aatia.com">www.aatia.com</a></b>	<b>Request Amt.</b>	<b>Category</b>
<b>A. Registration Fee - \$175.00</b>	<b>\$175.00</b>	<b>Other Operating Expenditures</b>
<b>B. Hotel - \$29/per night + tax (12%) **See info below</b>	<b>\$97.44</b>	<b>In-State Travel</b>
<b>C. Meals- Tues. PM – Fri. AM</b>	<b>\$61.00</b>	<b>In-State Travel</b>
<b>D. Mileage (If applicable – see below)</b>		<b>In-State Travel</b>
<b>Total:</b>	<b>\$333.44</b>	

**In-State Travel:**

**Hotel/Lodging (\$97.44 maxim. for three nights, includes tax).**

**\*\*Multiple attendees from same agency will be asked to double up in rooms, unless gender issues prevail.\*\***

**Meals (\$61.00 for entire conference stay)** \*Based on State of Arizona meal rates. \*\*AATA covered meals include Tuesday dinner (\$17), Wednesday lunch (\$10) and dinner (\$17), Thursday lunch (\$10) and Friday breakfast (\$7). AATIA serving Continental breakfast Wednesday & Thursday; Banquet on Thursday night.

**\*\* Mileage reimbursement available for attendees without access to agency vehicles. Mileage calculation is 44.5 cents per mile from Duty Post to Hotel, (round trip). Please include total miles in text box as well.**

**\*\*\*Mohave County residents/attendees – only Conference Registration fee can be requested; not considered to be in travel status for hotel and meal reimbursement.**

**Other Operating Expenditures:**

**AATIA Conference Registration: (\$175.00)**

**Total Grant Budget Request for AATIA Conference: \$333.44**

6. Answer questions, if applicable (supplanting question must be answered)
7. Complete the submit page and hit the submit button (once submitted users will have view only access, and can no longer edit grant).

\*\* For Application or Technical Questions, contact Art Myer 602 364-2893 –  
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\*\*For Grant Project or General Questions, contact Ann Armstrong 602 364-2892 –  
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